

Maricopa County Policies and Procedures	Subject: Reporting of Industrial Injury or Illness	Number: A2218 Issue Date: 11/91
Approved: Roy Pederson	Initiating Department: Risk Management	

A. Purpose

To establish guidelines for reporting industrial injuries.

B. Policy

All accidents and injuries, regardless of severity, need to be reported immediately to the elected official, department director, or a designated person in the agency or department. Occasionally, Risk Management will contract with an adjustment agency to handle the investigation of claims or accidents. All elected officials, department directors, and employees must fully cooperate with investigators who have properly identified themselves and presented appropriate credentials.

Cooperation and conscientious reporting by all employees are required to ensure the most effective benefits of this program for both the County and the injured or ill employee.

C. Definitions

For Worker's Compensation purposes, a reportable accident is personal injury by accident arising out of and in the course of employment, and medical treatment is sought. Additionally, it is an injury caused by willful act of a third person directed against an employee because of his/her employment. (A.R.S. § 23-901).

D. Authority and Responsibility

It is the responsibility of designated employees to properly and accurately prepare all industrial injury reports. These reports must be forwarded to the Risk Management Department within ten (10) calendar days following the injury.

Risk Management will provide assistance to any employee who requires assistance in the proper completion of industrial injury or illness paperwork.

E. Procedures

1. In the event of an industrial injury or illness, the agency or department designee must prepare all applicable reports and send them to the Risk Management Department.
2. If an accident involves serious injury, the report should be hand-delivered to Risk Management the same day. If it involves death, an initial telephone report needs to be made to Risk Management, followed by a detailed written report the same day.
3. All forms must be typed or hand-printed and be legible on all copies.
4. The reports are to be signed by the injured employee's supervisor or manager who has knowledge of the occurrence.